INFORMATION REGARDING TYPING CERTIFICATES

CRITERIA

The **ORIGINAL** , unaltered typing certificate MUST be submitted at the time of application.

Typing certificates must have been issued within the past two years and contain the information:

1. The name of the applicant;

2. The date the typing skills test was administered;

3. The duration of the typing skills test (5 minutes minimum);

4. The gross words typed per minute;

5. The number of errors made (no more than 5 errors);

6. The net* words typed per minute; and

7. The name and telephone number of the organization/agency and signature of the person administering the test.

The Typing Certificate must be obtained from an accredited business college, educational institution, public agency, professional service or business concern which routinely provides typing verification documentation in their normal course of business.

Typing Certificate obtained from the internet is NOT acceptable.

*Note: Net words per minute must be computed as follows:
   Gross words per minute minus 2 words penalty for each error.

HOW TO SUBMIT

If you submit your application and original typing certificate **in person** , the typing speed data will be recorded on the application and the certificate will be handed back to you at that time.

If you **mail** your application and original typing certificate, the typing speed data will be recorded on the application and the certificate will be mailed back to you.

TYPING REQUIREMENTS

Minimum typing speed of **30 net words per minute** is required for:
■ Intermediate Clerk
■ Junior Clerk
■ Records Clerk

Minimum typing speed of **50 net words per minute** is required for:
■ Administrative Secretary I
■ Administrative Secretary II

COUNTY OF SAN DIEGO EMPLOYEES

If you are a County employee currently in a position that requires the same typing requirement for the position(s) for which you are applying, you do NOT need to submit a typing certificate.

WHERE TO OBTAIN A TYPING CERTIFICATE

Typing certificates may be obtained at any of the following Adult Education Centers and Employment Agencies listed below:

Centre City (No Cost)	1313 Park Blvd., L Bldg., San Diego	(619) 230-2370 or (619) 388-4600
Cesar Chavez (No Cost)	1960 National Ave., San Diego	(619) 230-2895
Chula Vista Adult ($8)	1034 Fourth Avenue, Chula Vista	(619) 691-5760
Clairemont Adult (No Cost)	3890 Modoc Street, San Diego	(619) 221-6973
East County Career Center (No Cost)	924 East Main Street, El Cajon	(619) 590-3900
Foothills Adult ($5)	1550 Melody Lane, El Cajon	(619) 401-4122
Mid-City (San Diego) (No Cost)	3792 Fairmont Avenue, San Diego	(619) 388-4500
Miramar College (No Cost)	Several Locations	(858) 627-2545
Montgomery Adult ($6)	3240 Palm Avenue, San Diego	(619) 628-3017
National City Adult ($6)	517 Mile of Cars Way, National City	(619) 336-7037
North City (No Cost)	7405 Mesa College Drive, San Diego	(858) 627-2545
Palomar College ($5)	1140 West Mission Road, San Marcos	(760) 744-1150 Ext. 2497
Palomar- Escondido ($5)	1951 E. Valley Parkway, Escondido	(760) 744-1150 Ext. 8193
San Ysidro Adult ($6)	4220 Otay Mesa Road, San Ysidro	(619) 662-4026
South County Career Center ($6)	1111 Bay Blvd., Chula Vista	(619) 424-1112
West City Center (No Cost)	3249 Fordham Street, San Diego	(619) 221-6973